Welcome

How to Register with the City of Lincoln – Electronically

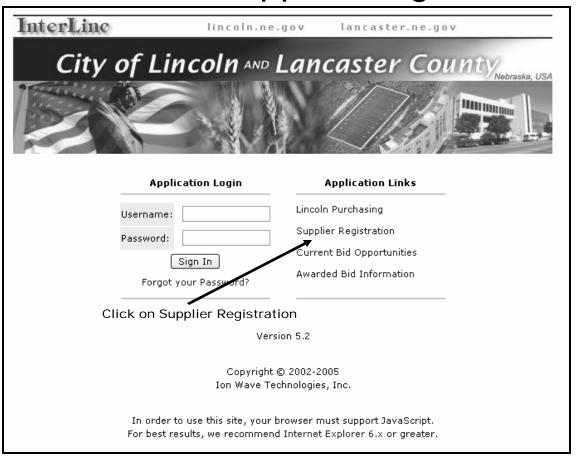
"E-Bidding"

Vendor Registration, Cont. Next, click on the E-Bidding Log In Screen Link:

InterLine		lincol	n.ne.gov				
A	City of Lincoln Purchasing						
CITY OF LINCOLN	Bidding Opportunities & Awards						
		×с		Electronic Biddin on Is Now Avallable			
 What is E-Bidding? Vendor Registration Steps to Register PDF Version							
If you are having problems with Adobe Acrobat, please see the City's <u>help section</u> regarding Adobe files.							
NOTE: Watch for C for any addendum					te information must	t monitor the bid and/or quote listing	
				egarding a bid or qu ntact with the appro		e-mail us at	
● <u>How to Install Expe</u>	xpedite and Open I dite	Bid Document					
		Formal Bids					
		2007	2006	<u>2005</u>	<u>2004</u>		

Vendor Registration, Cont.

Next, click on the Supplier Registration Link:



Vendor Registration, Cont.

Select Supplier Registration

- Terms & Conditions (Step 1 of 6)
 - Select <u>Accept Terms & Conditions (located at bottom right of page)</u>
 - Click Next
- Company Information (Step 2 of 6)
 - Name, etc. (*Indicates a required field)
 - Click Next
- Address Information (Step 3 of 6)
 - Primary Address
 - Remittance Address Select <u>Same as Corporate</u> if the remittance is the same as the primary
 - Click Next

Vendor Registration Cont.

- Vendor Classification (Step 4 of 6)
 - Special Classifications (Optional)

Disadvantaged Business Enterprise

Disabled Owned Business

Lincoln/Lancaster County Owned Business

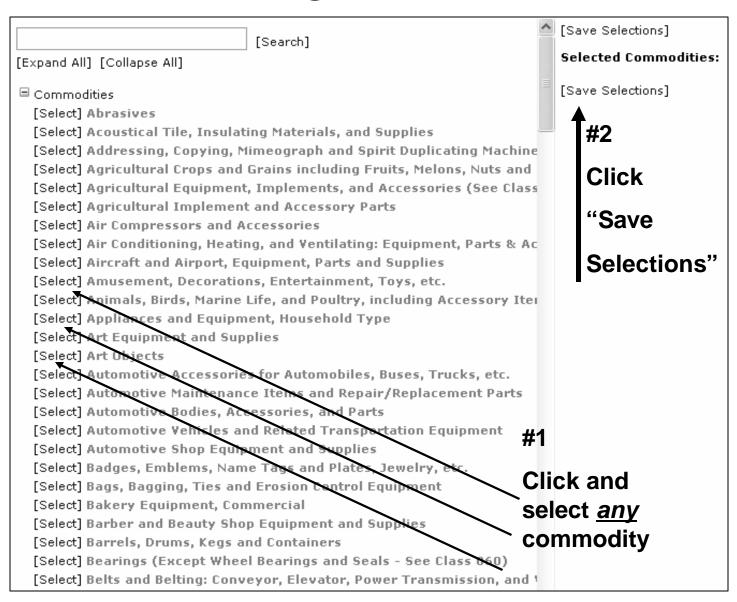
Minority Business Enterprise

Nebraska Owned Business

Woman Owned Business

- Commodities (Mandatory)
- Click on Add or Remove Commodities
- Select <u>ALL</u> commodities that pertain to the commodities or services your company provides
- Save Selection
 - (See Screen Example On Next Page)
 - Click Next

Vendor Registration Cont.



Vendor Registration Cont.

- User Information (Step 5 of 6)
 - Enter User Information this is the name of the contact person – bid notifications will be sent to this e-mail address
 - Assign a User ID and Password (password must be at least five characters with one character being a number. If you forget your password, you can only try to login to the system three times. If you exceed that, you will not be able to continue and you will need to contact our office to be reactivated
 - Select Time Zone
 - Click Next
- Review and Submit (Step 6 of 6)
 - Select [Edit] to change any part of your registration
 - Click Submit Registration

CITY OF LINCOLN PURCHASING STAFF

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